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MEMORANDUM FOR: OJCS, Operations Directorate (J-33)

ATTENTION Colonel Dave Simms

SUBJECT: Annual Department of Defense Focal Point Conference

1. The annual Focal Point Conference will be sponsored by the Office of Logistics during the month of December 1987. This annual two-day conference provides an atmosphere conducive to the discussion of topics of mutual concern to Agency and Department of Defense Focal Point representatives.

2. This year the conference is scheduled for 7-8 December 1987 at the same training facility used in previous years. The agenda for the conference is being developed at this time. It is requested that you provide to this office by 17 November 1987 topics and speakers so that the data can be included in the conference agenda. Presently, three 50-minute briefings and 30 minutes of opening remarks are planned for DOD presentations.

3. In order to facilitate planning it is requested that you provide a listing of the Focal Point personnel who wish to attend the conference. Due to limited billeting facilities, it is requested that the number of attending personnel be limited to 15. Agency transportation will be provided to and from the conference. Information regarding this subject will follow. The personnel list, mode of transportation (Agency or POV), vehicle information, and any additional information regarding the attendees must be submitted to IDSB/SD/OL, 3G10M, no later than 20 November 1987.

4. It is hoped that this conference will be both enjoyable and productive. Your cooperation and support in this effort will ensure this result. Please direct all questions and requests for information to the conference coordinator,

John M. Ray
Director of Logistics

OL-20415-87

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